

Community. Spirituality. Service.



CHRISTIAN APPALACHIAN PROJECT

Volunteer Application

Mission Statement

The Christian Appalachian Project is an interdenominational, non-profit Christian organization committed to serving people in need in Appalachia by providing physical, spiritual and emotional support through a wide variety of programs and services.

**HANDS-ON CHANGE.
FOR GOOD.**



Christian Appalachian Project Volunteer Program

Volunteers have made invaluable contributions to the programs and services we have offered to the community since the 1950s. Those of us here at Christian Appalachian Project are pleased that you are considering volunteering with us, and we thank you for your interest. The service, enthusiasm and love shared by our volunteers has a profound effect on the lives of the people we serve, and we continue to need the support of volunteers!

To assist you in completing this application booklet, the following checklist has been designed to outline our volunteer admissions requirements and to guide you through the materials step-by-step. Please keep in mind that the process is thorough. Please be patient and feel free to call with questions or concerns. Let's begin!

- I am open to serving at Christian Appalachian Project, where people are committed to prayer life, service and community living.

Recommended Terms of Service



- Long-Term Volunteers: I am committed to at least 9 months of service and am at least 18 years old. I understand I must have a personal interview prior to receiving a service placement.

OR

- Short-Term Volunteers: I am committed to 3 weeks* to 8 months of service and am at least 18 years old.

OR

- Summer Camp Volunteers: I am committed to 3-9 weeks of service and am at least 18 years old.

*Shorter time commitments may be available for certain programs during certain times of the year. Please call for details.

AmeriCorps



Christian Appalachian Project participates in the AmeriCorps Education Award Only Program. This application is for those who want to volunteer with us and also for those who might want to enroll in AmeriCorps.

Are you interested in the AmeriCorps Education Award?

- Yes No Need more information

Christian Appalachian Project's Guiding Principles


- To promote the dignity and self-worth of individuals by promoting self-help
- To practice and encourage good stewardship of, and accountability for, all of the resources entrusted to us
- To foster individual growth among staff, volunteers, donors and program participants
- To live out and promote the Gospel of Jesus Christ through all of our actions
- To foster open, honest and effective communication, both inside and outside the organization
- To involve the Appalachian people at all social and economic levels in developing solutions to poverty

APPLICATION FOR VOLUNTEER SERVICE

Application for Volunteer Service

Instructions: Please fill out this application as carefully and as completely as possible. This application, with its supporting materials, may also be reviewed by the program manager of the program for which you are being considered. *Type or print in blue or black ink.*

Name _____ Name you prefer to be called _____
(Last) (First) (Middle)

Male Female Marital status (optional) _____ 

Date available to begin volunteer service ____/____/____ Length of commitment ____weeks ____months

Current address (if applicable) until ____/____/____

Street _____

City _____ State _____ Zip _____

Telephone (____) _____ (____) _____ (____) _____

Day Evening Cell

E-mail address _____

Permanent address

Street _____

City _____ State _____ Zip _____

Telephone (____) _____ (____) _____

Day Cell

E-mail address _____

Emergency Contacts

1. Name _____

Relationship _____

Street _____

City _____ State _____ Zip _____

Telephone (____) _____ (____) _____ (____) _____

Day Evening Cell

Emergency Contacts

2. Name _____

Relationship _____

Street _____

City _____ State _____ Zip _____

Telephone (____) _____ (____) _____ (____) _____

Day Evening Cell

Have you been a Christian Appalachian Project volunteer before?

Yes No Year(s) _____ Program(s) _____

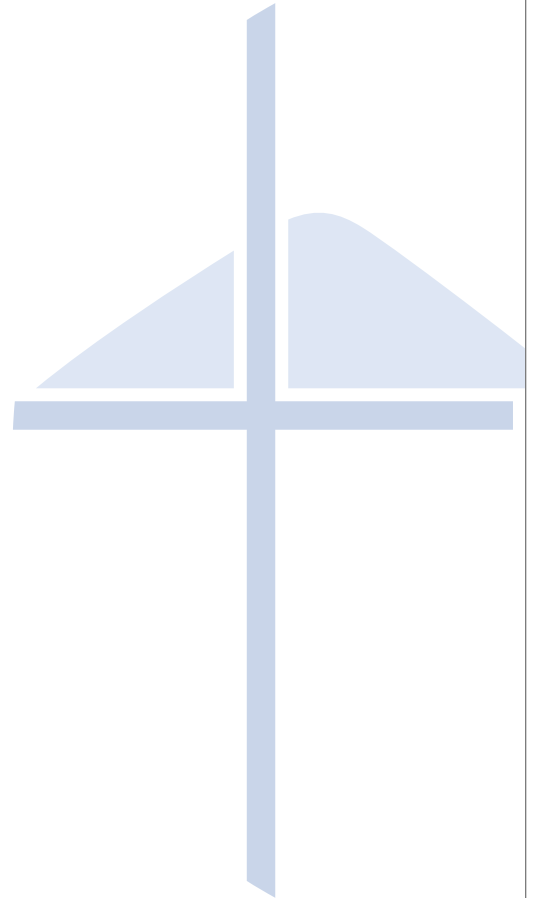
Has anyone in your family been a Christian Appalachian Project volunteer?

Yes No Year(s) _____ Program(s) _____

How and when did you find out about Christian Appalachian Project? Please be as specific as possible _____

Are you 18 years of age or older?

Yes No If not, when will you be 18? ____/____/____



EDUCATION AND TRAINING

Education and Training

Beginning with the *most recent*, please list all schools attended, including vocational/trade schools, etc.

Name of School	Address	Years Attended (mm/yy - mm/yy)	Date Graduated	Degree, Diploma Or Certificate

Programs of special study _____

EMPLOYMENT

Employment

List your prior employers, starting with the *most recent*. (Attach an additional page if necessary.)

Dates Employed (mm/yy - mm/yy)	Name, Address and Telephone Number of Employer	Duties and Responsibilities	Reason for Leaving

Are you presently unemployed?

Yes No If yes, for what reason? _____

Please explain any period of time greater than six months not accounted for by work, school or military service _____

COMMUNITY INVOLVEMENT

Community Involvement

List any previous volunteer experience and community service involvement.

Organization/Activity	Description	Location	Your Role

BRIEF RESPONSE

Brief Response

Please answer the following questions as completely as possible. (Attach additional pages if necessary.)

What interaction have you had with people of nationalities and cultures other than your own? Please explain. (Include experience in community living, travel or life overseas, working and/or living in inner city or rural areas.)

List your skills or experiences that might be useful and valuable for Christian Appalachian Project activities.

List some of your leisure activities and hobbies.

Do you currently have applications pending with other service organizations?

Yes No If yes, please give the name of the agency and your current status _____

Do you have a valid U.S. driver's license?

Yes No

Will you be bringing your personal vehicle?

Yes No

SELF-REFERENCE FORM

Self-Reference Form (cont'd)

On a scale of 1-5 (1 being low and 5 being high), check the box you feel best describes you.


Characteristics	1	2	3	4	5	Comments
Sense of humor						
Maturity						
Emotional stability						
Ability to get along with others						
Common sense						
Dependability						
Tact with others						
Initiative						
Flexibility						
Ability to express feelings						
Openness to varied expressions of faith						
Creativity						
Ability to accomplish tasks alone						
Ability to cooperate with others						
Effective use of time						
Ability to accept direction						
Knowledge of one's own limits/care for own needs						
Ability to serve under stress						

List three adjectives that best describe you. _____



VOLUNTEER PROGRAM REFERENCE FORMS

Volunteer Program Reference Forms

Directions: List below the names and addresses of three people (other than relatives) to whom you will give the enclosed recommendation forms. Think carefully about the people you wish to recommend you. They should know you well and be in a position to judge your general character, motivation and qualifications for Christian Appalachian Project. 

1. Someone who knows you on a personal level (peer, friend).

Name _____

Relationship _____

How long have you known this person? _____

Address _____

City _____

State _____ Zip _____

Telephone (____) _____

2. Someone who knows you in a professional capacity (teacher, employer, supervisor, etc.).

Name _____

Relationship _____

How long have you known this person? _____

Address _____

City _____

State _____ Zip _____

Telephone (____) _____

3. Someone who is familiar with your suitability for service as related to Christian Appalachian Project's mission statement and guiding principles (i.e. priest, minister, teacher, counselor, etc.).

Name _____

Relationship _____

How long have you known this person? _____

Address _____

City _____

State _____ Zip _____

Telephone (____) _____

SHORT AND LONG TERM VOLUNTEER INTERESTS

Short- and Long-term Volunteer Interests

Christian Appalachian Project has a variety of programs. Our volunteers—both short- and long-term—are an important part of the service that we provide. The following information will give us a better idea of your skills and areas of interest to help facilitate the placement process. Please refer to the Program Descriptions insert for more details on specific Christian Appalachian Project programs.

Please keep in mind that for those seeking a short-term experience, the primary responsibility of short-term volunteers is to serve with and assist the permanent staff. This helps the staff to devote more time and concentrate more fully on areas of the program most needing their attention.

Please check four areas in which you have interest (I) and/or experience (E). See Program Descriptions insert for more details.

I	E	Activity	Comments
		Child care	
		Tutoring	
		Mentoring	
		Elderly support (transportation, in-home respite, etc.)	
		Emergency services/caseworker	
		Counseling (must be certified)	
		Strengthening non-profits	
		Grant writing	
		Home repair and construction	
		General maintenance	
		Computer knowledge (Word, Excel, etc.)	
		Office work (typing, filing, etc.)	
		Respite care for adults and children	
		Domestic abuse shelter for women and children	
		Substance abuse recovery services	
		Volunteer host (cooking, cleaning, etc.)	
		Organize a warehouse/manual labor	
		Photography	
		Other	

SUMMER CAMP VOLUNTEER INTERESTS

Summer Camp Volunteer Interests

June and July, three to nine weeks preferred.

Please check the position you wish to be considered for at summer camp.

Please check the areas in which you have interest (I) and/or experience (E).

I	E	Position	Comments
		Camp counselor	
		Medical personnel	
		Lifeguard (certified)	
		Arts and crafts instructor/assistant	
		Kitchen helper	



Fair Credit Reporting Act of 1970, as amended

Please take notice that one or more consumer credit reports may be obtained for volunteer purposes pursuant to the fair credit reporting act, as amended, 15 U.S.C. 1681, et, seq, should a decision to take any adverse action against you be made, based either in whole or in part on the report, the consumer reporting agency that provided the report played no role in the agency's decision to take such adverse action.


Information provided by you on this form will be furnished to the consumer-reporting agency in order to obtain information in connection with an investigation for Criminal Background Check, Sex Offenders Check and a Motor Vehicle Driver's Check.

This is to advise you that Christian Appalachian Project (CAP) will not take adverse action against you, based in whole or in part upon the report, without first providing you with a copy of the report. CAP will not use any information from the report in violation of any applicable law or regulation.

I hereby acknowledge that I have received a written description of my rights as described by the Federal Trade Commission under Section 1681g(c)(3) of Title 15; and authorize CAP to obtain such report(s) from any consumer/credit reporting agency for Volunteer purposes.

(Print Name)

SSN

(Signature) 

Date

Your Social Security Number is needed to keep records accurate, because other people may have the same name.

CHRISTIAN APPALACHIAN PROJECT
VOLUNTEER PROGRAM

FAIR CREDIT REPORTING ACT
DISCLOSURE & AUTHORIZATION FORM

DISCLOSURE

Christian Appalachian Project (CAP), in accordance with the amended Fair Credit Reporting Act (“FCRA”), is advising you that Criminal Background Check, Sex Offenders Check, and Motor Vehicle Driver’s Check from a Consumer Reporting Agency (“CRA”) will be requested about you when considering 1) your application for volunteer service, 2) when deciding whether to continue your volunteer service, and 3) when making other volunteer-related decisions concerning you. As a prospective or current volunteer of Christian Appalachian Project, you are a “Consumer” as defined in the FCRA, with certain “consumer” rights. Those Consumer Reports, as defined in the FCRA, may include information concerning your “credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.”

However, Christian Appalachian Project (CAP) is seeking only information from a CRA (USIS 4500 South, 129 East Ave., Suite 200, Tulsa, OK 74134-5885) concerning your motor vehicle check (driving records) and criminal records report that consist of a Widescreen (National background check), and a Guardian (Sex Offenders check).

Christian Appalachian Project (CAP) may rely on any or all of the above-referenced information when making a decision that directly affects you. If Christian Appalachian Project contemplates making a decision that directly affects you. If Christian Appalachian Project contemplates making a decision that adversely affects you based, in whole or in part, upon information obtained from a CRA, you will be provided additional notices and information.

AUTHORIZATION

I have read the above-referenced FCRA Disclosure and hereby voluntarily authorize Christian Appalachian Project (CAP) or its authorized agents, to conduct a thorough investigation of me from a CRA when making volunteer placement-related decisions about me. The report will include records of my motor vehicle check (driving records) and a Widescreen (National background check), Guardian (Sex Offenders).

If I am accepted as a volunteer, this authorization shall remain on file and shall serve as ongoing authorization for CAP to obtain “Consumer Reports” from a CRA (USIS) at any time during my volunteer service with Christian Appalachian Project. I also acknowledge receiving a written summary of my rights under the amended Fair Credit Report Act.

Over

DOB: _____

SSN#: _____

Driver's License #: _____


State Driver's License is issued in: _____

Expiration Date: _____

Signature 

Date

Full Name (Please print)

Signature of Parent or Guardian if applicant is under 18 years of age 

Have you, AT ANY TIME:

(A) Been convicted of, or pleaded guilty or no contest to, ANY crime, including, but not limited to, any sex crime, any violent offender crime, or any crime related to the molestation, exploitation, neglect or abuse of any adult or child?

Or

(B) Been found by the Kentucky Cabinet for Health and Family Services (or any other state, federal or local government cabinet, agency or entity) or ANY court of law to have abused or neglected an adult or child?

No Yes

Signature

Date

To sign this and all other documents electronically, click on the signature field and follow the steps below:

1) Choose "A new digital ID I want to create now" and click "Next"; 2) Choose the first option and click "Next";
3) Enter your name, email address and country; 4) Create a password and click "Finish"; 5) Click "Sign"

You have to complete this process just once, then you can use the digital ID you have created to sign all documents.

I hereby certify that all responses set forth on the Application for Volunteer Service and Self-Reference Form are true and complete. I understand and agree that any falsification, misrepresentation or omission either on the Application for Volunteer Service and Self-Reference Form, and/or my responses to questions asked during the interviewing or examination process may disqualify me from further consideration for volunteer services with the Christian Appalachian Project Volunteer Program, whenever the falsification or omission is discovered. In this regard, where an item is left blank on the application, it is because there is no information within its scope.

I understand that this application places no obligation on me or the Christian Appalachian Project; however, it does indicate a serious intention to volunteer my services to the Christian Appalachian Project Volunteer Program. Should I decide to withdraw my application for volunteer service, I will notify Christian Appalachian Project as soon as possible.

Printed Name

Signature

Date

Outlook users: Submit your application by pressing the button below.

All other email users: Save this form and email to volunteeradmissionsoffice@chrisapp.org